

MyTax.DC.gov Overview Guide

From the MyTax.DC.gov homepage, you can perform tasks with or without logging into the system.



- 1. Find answers to common questions by clicking View FAQs.
- 2. To register a new business, click **Register a New Business Form FR-500**. If you are unable to complete your application, it can be saved and completed at a later time.
- 3. To check your refund status, click Where's My Refund?
- 4. The Log in/Sign Up panel allows you to log into the system and view your tax account information.
- 5. **Businesses**—use the links located in the center of the page to retrieve your incomplete "Combined Business Application" by clicking **Retrieve a Saved Submission**. Click **Current and Prior Year Tax Forms** to go to the District of Columbia OTR forms site.
- 6. **Individual** taxpayers—use the links located on the right side of the page. Click **Current and Prior Year Tax Forms** to go to the District of Columbia OTR forms site.
- 7. Businesses *and* individuals will find links to file and pay extensions under **File and Pay Now**.
- 8. Taxpayers with an Electronic Taxpayer Service Center (eTSC) login will be unable to transfer log-in credentials to MyTax.DC.gov. Click **Sign up to use MyTax.DC.gov** and register for an account to <u>use the full range of services</u>.
- 9. Additional information and navigation assistance can be found under the Quick Links section.
- 10. You can make fast and easy payments using the **Quick Payments** section without logging in. Payments can be made by eCheck, credit or debit card. The **Pay by eCheck** feature allows you to schedule payments up to one year in advance with no additional fee. You may also use **Pay by Credit/Debit Card**, you will be charged an additional 2.5% convenience fee by the credit card processor.